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Enriching Lives Through Effective And Caring Service



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Cynthia D. Banks
Director
Otto Solórzano
Chief Deputy

May 13, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

24 May 13, 2014

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

DELEGATE AUTHORITY TO EXECUTE TRADITIONAL LEGAL ASSISTANCE PROGRAM (TLAP) CONTRACT AND CONTRACT AMENDMENTS WITH BET TZEDEK (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

Community and Senior Services (CSS) seeks delegated authority to: 1) execute a contract and allocate Older Americans Act (OAA) Titles III-B and III-E funds for the four (4) year contract term of July 1, 2014 through June 30, 2018, as a result of a Traditional Legal Assistance Program (TLAP) Request for Proposals (RFP); 2) execute contract amendments within the contract term to increase or decrease contract amounts; and 3) execute Cost of Living Adjustments (COLA) to contract agency consistent with the County's established policy and contract language. The TLAP provides legal advice and representation from an attorney to older individuals (60 and older) and to unpaid caregivers. The TLAP also provides other services such as Pro Se Services, Volunteer Attorney/Lay Advocate Training, and legal education to assist seniors and caregivers with their legal needs.

IT IS RECOMMENDED THAT THE BOARD:

1. Delegate authority to the Director of CSS, or designee, to execute a contract with Bet Tzedek in the amount of \$352,000 for the provision of Traditional Legal Assistance Program services for a four-year contract term, effective July 1, 2014 through June 30, 2018, after County Counsel (Counsel) approval of the contract as to form. Overall funding for the agency is subject to the availability of funds each fiscal year and the agency's performance in meeting the goals of the TLAP in the County.
2. Authorize the Director of CSS, or designee, to: (a) execute contract amendments as needed throughout the contract term, effective July 1, 2014 through June 30, 2018, to add, when

necessary, any newly relevant or updated County, state or federal contract language or contract terms; and (b) to increase or decrease the contract amount in response to the availability of any funding received, and based on contractor performance provided that: (i) any increase does not exceed 10% of the total maximum contract sum, and the total allocation does not exceed funding availability, (ii) approval of Counsel as to form is obtained prior to any such amendment, and (iii) the Director of CSS, or designee, confirms in writing to the Board and the CEO within 30 days after such amendments have been executed.

3. Authorize the Director of CSS, or designee, to approve and execute COLA increases to the contracted agency at the Director's discretion, consistent with the County's established policy and contract language.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended actions will enable CSS to continue administration of the TLAP for the contract term beginning July 1, 2014 through June 30, 2018. CSS has already been granted delegated authority to accept additional funds when made available by the State. This program provides administrative and judicial representation, senior center site consultation, Pro Se services, volunteer attorney recruitment and training, lay advocate training, and community education to seniors, aged 60 and older and caregivers.

Performance Measures

The success of the TLAP will be determined based on performance measures which align with the Federal and State-mandated requirements.

Implementation of Strategic Plan Goals

The recommended actions support the Countywide Strategic Plan Goals: Goal 1: Operational Effectiveness; Goal 2: Fiscal Sustainability; and Goal 3: Integrated Services Delivery.

FISCAL IMPACT/FINANCING

The TLAP is fully financed with OAA Title III B and OAA Title III E grant funds received from the California Department of Aging (CDA) annually. Funding for the TLAP in FY 2013-14 was \$351,876. Exact funding from the State for FY 2014-15 is not yet known. An estimated amount of \$352,000 has been included in the Department's FY 2014-15 Proposed Budget. There is no Net-County Cost (NCC) impact.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The current TLAP contract is due to expire on June 30, 2014. In October 2013, CSS released a TLAP RFP to solicit proposals from qualified community-based agencies to provide TLAP services for a four (4) year contract period, commencing July 1, 2014 through June 30, 2018, contingent upon the availability of funds and contractor performance.

CONTRACTING PROCESS

On October 24, 2013, CSS released a RFP to solicit proposals from qualified agencies to provide

TLAP services to adults aged 60 and older and caregivers. CSS sent over 500 letters of interest from a compiled address list to potential bidders in all supervisorial districts, including the Los Angeles County Commission for Older Adults (LACCOA) members and current Area Agency on Aging (AAA)-funded agencies. The RFP was advertised in greater Los Angeles County newspapers such as the Los Angeles Times, Hoy, Daily News, San Gabriel Valley Tribune, Long Beach Press Telegram, Antelope Valley Press, Los Angeles Sentinel, and Daily Breeze. The RFP and all related documents were also posted and available on the CSS, Internal Services Department (ISD) and County Office of Small Business (OSB) websites.

In response to the RFP, one agency submitted a proposal to provide TLAP services. Bet Tzedek is being recommended for funding and has met all of the RFP requirements, and has agreed to cover all existing service areas and/or expand services into new areas throughout the County.

Bet Tzedek is in compliance with all Board and CEO requirements.

Monitoring

Monitoring of the TLAP will be conducted on an annual basis and will include administrative and programmatic monitoring to ensure contract compliance. Program monitoring is accomplished through the CSS Contract Compliance Division. Fiscal compliance monitoring will be conducted annually by an approved vendor procured through the Auditor-Controller.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended actions will assure the continuation of TLAP services to adults age 60 and older and caregivers with economic or social needs to remain independent, healthy, and safe within their homes and communities, for as long as possible.

CONCLUSION

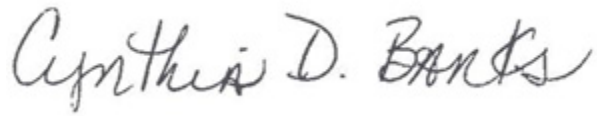
Upon Board approval, please provide a copy of the adopted Board letter to Ms. Lynn Tran, CSS, 3175 West Sixth Street, Room 403, Los Angeles, CA 90020 or via e-mail: ltran@css.lacounty.gov. Ms. Tran can be reached by telephone at (213) 739-7393.

The Honorable Board of Supervisors

5/13/2014

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Respectfully submitted,

A handwritten signature in dark ink, reading "Cynthia D. Banks". The signature is written in a cursive, flowing style.

CYNTHIA D. BANKS

Director

CDB:OS:PG:SIR:L

T

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors